



MASENO UNIVERSITY

OFFICE OF THE REGISTRAR, ACADEMIC AND STUDENT AFFAIRS

REGISTRATION GUIDELINES FOR NEW STUDENTS 2026/2027 ACADEMIC YEAR

Congratulations and welcome to Maseno University!

For a successful registration process, kindly note the following guidelines:-

1. All **First Year** students **MUST** activate their portals before registration. To activate the portal click the link <https://admissions.maseno.ac.ke/KuccpsLogin> then click the **self admission** tab to proceed with registration.
2. Students are reminded to complete payment of accommodation fees before reporting on 24th August 2026. Cases of payments that have not reflected in the student's portal to be reported to the Student Finance Office (*College Campus – immediate left turn after the college campus gate, University boardroom or University Library (Digital Library – Siriba Campus)*) before proceeding to registration venues.
3. All fee payments (**Tuition and Accommodation Fees**) are made through Student portal via e-citizen. **Do not make any payments to 222222 or any other accounts**
4. Students who shall have made accommodation payment earlier than 24th August 2026 to report directly to registration venues as indicated below:

SCHOOL	PROGRAMME	VENUE
Arts & Social Sciences	(ACM) (ALC) (ALI) (AFR) (AKI)	Prof. George Magoha (PGM-AMP1)
	(ACR) (ASA) (APS)	Prof. George Magoha: Ground Floor
	(AGN) (ARE)	Prof. George Magoha (PGM-AMP2)
	(ATA) (AID) (AFA)	Prof. George Magoha: Second Floor
	(AMU) (ADT) (AGE) (AHA) (ACC)	Prof. George Magoha: First Floor
Education	(ESC) (ESN) (EEC)	Graduation Square Main Dias 1
	(EAR) (EFR) (EMU) (EHS)	Graduation square Main Dias 2
Public Health & Community Development	(HMB) (HND) (HPH) (HHR)	Millennium Hall15 - Door 1
Computing & Informatics	(CIM) (CIT) (CCS) (CCT) (CIS)	Hindocha Hall
Business & Economics	(BEC) (BES) (BEF) (BAE) (BHE)	New Library NL 8 annex 2
	(BHR) (BBA) (BMM) (BPS) (BBE)	New Library NL 5
	(BAF) (BTM)(BHM)	New Library NL8 annex 1
Medicine, Pharmacy & Nursing	(MBC) (MBS) (MLB), (KBP) (NUR)	Microbiology Lab
Mathematics, Statistics & Actuarial Sciences	(TAC) (TAS) (TMA) (TMB) TMC)(TME)	Millennium Hall15 - Door 2
Planning & Architecture	(PUR) (PGS) (PDM)	Millennium Hall 4
Agriculture, Food Security and Environmental Sciences	(FAB) (FAE) (FEE)(FAG) (FAN) (FFS) (FHC) (FSP) (FAR) (FES)	Millennium 5
Development & Strategic Studies	(DIR) (DDS) (DPS)	Odera Akang'o Campus, Yala - Main Hall
Physical & Biological Sciences	(SBS) (SIC) (SAC) (SBT) (SPH)	Millennium Hall 2
Postgraduate		At the School of Graduate Studies Compound
Programmes in Kisumu Campus		Varsity Plaza



Law	(LLB)	Varsity Plaza
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Note: Abbreviations are prefixes of admission numbers. Please check your admission letter to identify your registration venue.

5. Students who shall have not downloaded their Admission Letters by reporting date, should visit the office of the Registrar, Academic & Student Affairs, Admissions section – Wing B.
6. Students are expected to submit **four copies** of completed personal details, declaration, commitment, emergency, medical forms, national ID card/birth certificate, admission letter and KCSE certificate/result slip. The documents should be arranged in the following order:
 - a. Admission letter (**page 1 and 2**)
 - b. Copy of KCSE Certificate or result slip
 - c. Copy of National identification card (ID) or birth certificate
 - d. Completed Personal Details Form (MSU/RASA/F.02C)
 - e. Completed Declaration Form (MSU/RASA/F.08)
 - f. Completed Student Data Use Consent Form (MSU/RASA/F.08B)
 - g. Completed Student Use of Photo Consent Form (MSU/RASA/F.08C)
 - h. Completed Commitment Form (MSU/RASA/F.05)
 - i. Completed Emergency Form (MSU/RASA/F.04)
 - j. Completed Medical Form (MSU/RASA/F.03)
7. In addition, download **Movement Form (MSU/RASA/F.15)**, **Temporary Student Identification Card MSU/RASA/F.13** and **Accommodation Inventory Form (for students reporting to Main Campus)**. All to be used during registration.
8. Cases of Special Needs (hearing, speech, sight, and any physical impairment) should be brought to the attention of the Registrar, ASA at the Help Desk for people living with Disabilities at the University Boardroom and Hostels Manager.
9. Students are advised to be conscious of their own safety and security and that of their property. In view of this, those who seek accommodation from off-campus hostels are advised to do so from the University approved hostels. Further be advised to check and ensure that both the hostels and the environment around you are safe and secure. You should avoid late night movements without company and be each other's keeper.
10. **Please Note:** Maseno University is a corruption free zone; Beware of fraudsters and conmen. **DO NOT** make any payment whatsoever to anybody other than Maseno University as guided in the joining instructions.

Emergency Numbers/Hotline:

Health Services: 0729707666/072234146/0776388439

Student Welfare: 0726090444/0713957116

Student Leadership: 0790732801/0117540156

Security: 0722288347

Director Public Relations: 0722633230

Student Finance: 0738711538 Email: studfin@maseno.ac.ke

System Administrator: Email: studentssupport@maseno.ac.ke

Registrar, ASA: 0710254056

Coordinator: 0733672703

Kisumu Campus: 0724753 017

Odera Akang'o: 0769 457962